



JOB OPENING

POSITION:	Physical Education Departmental Assistant
REPORTS TO:	Physical Education and Health Department Chair
WORK LOCATION:	Cilandak

PURPOSE

Under the direction and supervision of the PE & Health Department Chair, the PE Departmental Assistant is primarily responsible for assisting the PE & Health Teachers with Physical Education classes and other tasks related to the job of PE and Health and after school Athletics.

QUALIFICATIONS AND EXPERIENCES

1. Minimum Diploma Degree
2. Fluent in written and spoken English
3. Have strong technology skills
4. Working experience in a similar type of position
5. Outstanding personal communication skills, meets the public, staff, parents and students tactfully and courteously
6. Demonstrated experience and comfort level with children especially in instructional settings
7. Understands and carries out oral and written directions
8. Strong organizational skills
9. Experience working with expatriate adults and youths
10. Very flexible schedule to accommodate facilities usage demands
11. Knowledge of safety and first aid
12. Demonstrated computer literacy skills and be willing to go through training for special programs and software usage
13. Certified as an assistant Climbing Supervisor for the JIS Climbing wall or be willing to go through training

DUTIES AND RESPONSIBILITIES

- Ensures that the gymnasiums have been set up correctly and be at the desk in the storeroom at 07:15 AM and liaises with the PE & Health Teachers daily to see if there are any special schedules or requirements
- Be responsible for communicating with custodial staff to ensure equipment set-up needs are met and any other daily jobs are completed
- Works together with the afternoon shift custodians to ensure that there is some continuity between teams, to outline the day's requirements and ensures that the afternoon shift Custodian Team Leader understands the evening requirements
- Checks and supervises the custodians to monitor the safe installation of equipment in various teaching stations
- Ensures that all storerooms are tidy, clean, locked at appropriate times and all equipment is returned to its correct place
- Checks all equipment and report to PE & Health Department Chair if maintenance is needed
- Keeps an up-to-date inventory (using Excel) of all Physical Education equipment and emails the list to the PE & Health Department Chair
- Assists PE & Health Teachers when teaching on the climbing wall and has full understanding of the JIS SOPs for the wall
- Works together with the Service Learning Liaison to organize equipment for Service Learning Groups
- Supervises the borrowing of equipment by students between classes and monitors the gym at lunch to ensure a safe environment

- Helps and assists classes as requested by the PE & Health Teachers
- Uses computer and tech skills to meet the technology needs of the PE and Health team (e.g., maintains and updates photo and video stream, creates visual aids and sets up computers and projectors)
- Assists with equipment and facilities set up prior to and during tournaments
- Any other duties as required by the PE & Health Department Chair

Builds Positive Interpersonal Relationships

- Promotes positive interactions and fosters a sense of identity and pride in JIS among students, parents, faculty, and colleagues
- Maintains an open attitude toward new ideas
- Collaborates with school wide teams and staff
- Establishes and maintains cooperative and positive working and team relationship with those involved in the course of work

Ongoing Professional Growth

- Continues to acquire new learning and reflects new learning and professional practice
- Shares in opportunities for in-service and workshop offerings
- Shares professional knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities.

Apply to: recruitment@jisedu.or.id